This document will explain how to manage, Modify, Add and Delete Holding Codes.

What are Holding Codes?

All records that are stored within the library collections require Holdings or also known as Copies information. More specifically Holding Codes are the source items that identify any records management, how any item can or cannot be circulated, where did the item come from, how much did it cost, how was it funded, when was it added to the collection, what is its tracking (bar code) number?

The program has a management section that allows the listing of these various descriptions; found within the Catalog Management Main/BackOffice menu there is a sub menu named "Maintain Holding Codes".

Within this area you will find a list of code areas through a drop down menu for:

- 1. Circulation code descriptions
- 2. Funding code descriptions
- 3. Location code descriptions
- 4. Owner code descriptions
- 5. Vendor code descriptions

The amount of codes is not limited to any certain number; however the program had pre-assigned codes that would serve most library requirements. Holding Codes are extremely important and are what makes for fluid Circulation and Reporting of Statistics.



 The method used to Modify, Add or Delete all codes is the same. <u>We do</u> <u>not recommend lengthy code</u> <u>acronyms or descriptions.</u> Avoid Typo's; we also strongly suggest 1. The management of Holding Codes begins within the Catalog Management section of the program. Unlike other sections Catalog Management is the area that has options for anything that has to do with Cataloging.

2. Select Maintain Holding Codes from the Right hand column of options.



using the table of codes when adding a Holding code for the first time to a new record.

4. Modifying, Adding or Deleting any Holding Code is done by first selecting the appropriate group to be worked with.

Code Type: Circulation Code: 10 Description: EBook Circulation Modify Add Delete Description: 0 Regular Circ Highliti Description: Code, S 0 Regular Circ Highliti Description: Code, S 01 One-day Overnight Circulation that requires Code, S 02 Two-day Circulation that requires Changin 03 Reference only - No regular Circulation changin 05 Periodicals will app 06 Audio Tape Description: 07 Video-media Circulation Description: 08 Books on Tape Description: 09 Professional Material Circulation Description: 10 EBook Circulation Description: 200 Visitor 210 Internet usage count 220 Table count Internet intern						
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	Table count					
230 Ed Services count	Ed Services count					
91 TextBook Circulation						

- 5. Modify any Holding code starts by selecting the code from the List.
 - a. The program will display the selected item within the Code and Description fields above this list. Changing the description requires you to overtype the description or to edit the description. Same is true if you wanted to modify the Code.
 - b. Click on the Modify Button to execute the change. Note about Modify; once executed every Holding regardless of Collection location that contain the original Holding Code will be modified by the program and will replace the old with the new.

t LRM5(Build 3.0.20) : DEMO (User: Trish) (Server: lion) - [LAS Codes]							
File Refresh	Help Previous Menu Main Menu						
Code Type: Circulation Make any change to the selected items							
Lode: 10	Code: 10 Description: E - Book Circulation Code or Description						
	Modify Add Delete	Fields and then Click the Modify Button.					
0	Regular Circ	Making a change to					
01	One-day Overnight Circulation	any Code this way will					
02	Two-day Circulation	change and all items					
03	Reference only - No regular Circulation	that had used this					
05	Periodicals						
06	Audio Tape	Code or Description					
07	Video-media Circulation	prior to modification.					
08	Books on Tape						
09	Professional Material Circulation						
10	EBook Circulation						
11	Magazine Circulation						

- 6. Add a New Code; is simple.
 - a. Begin with the Code and Description fields being empty of any text.
 - b. Add text to the Code and Description fields
 - c. Click the Add button and the new code will be added to the table of codes.

1 LRMS(Build 3.0.21) : DEMO (User: admin) (Server: lion) - [LAS Codes]						
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01	0	One-day Overnight Circulation				
02	Τv	Two-day Circulation				
03	Re	Reference only - No regular Circulation				
05	Pe	Periodicals				
06	At	Audio Tape				

7. Delete a Code; is simple.

- a. Begin by highlighting the code within the table display, the program will display this information within the Code and Description fields.
- b. Click the Delete Button to permanently remove this information from the Table Display only. This action does not remove this Code from any collection item where it may have been used.
 - i. If you do not know whether a Code has been used review this code through the Catalog Menu Search/Edit Catalog searching by the "Find For" group of menu selections and the "All" Collection for this code.
 - ii. Should this code be found to be used and it should be changed to another code, use the Modify procedure to make the change to correct the code. This will automatically remove the bad code.